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MEMORANDUM FOR: Director, Office of Special Activities  
Director, Office of Special Projects

SUBJECT : Establishment of the Office of  
Special Projects within the  
Directorate of Science and Technology

1. The Agency has decided to establish within the DD/S&T the Office of Special Projects (OSP) which will be responsible for conducting the Agency's satellite activities in behalf of the National Reconnaissance Program. In effect, by this action the Agency gives Office recognition to the activities currently being performed by the Special Projects Staff, DD/S&T. OSP will also provide the administrative housing for those CIA personnel assigned to the NSD and NSO Staff.

2. As requested by my memorandum of 10 July 1964, [redacted] the entire Directorate has been called upon to support the Special Projects Staff during its formative period. The burden of this support fell to the Office of Special Activities in view of its unique organization and specific responsibilities, both present and past, to exotic reconnaissance programs and its continuing interface with the National Reconnaissance Office.

3. With the creation of OSP, it is appropriate that those support functions which NSA has performed virtually totally in behalf of Special Projects be transferred with corresponding personnel and slots to OSP. Specifically, I refer to [redacted]

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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4. In the interest of efficiency and economy, I prefer that CSA continue to support OSP in those areas where it is prudent to do so, such as communications, finance, travel, registry, logistics, and in some areas contractually. Specifically -

A. Communications - the cable circuitry, data links, and other communications support to OSP projects both within the zone of interest as well as overseas.

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B. Contractually - delegation of contractual authority from [redacted]  
This may require DDCI concurrence.

C. Travel - making of reservations, obtaining tickets, passports, processing of travel orders, etc. OSP will transfer funds to CSA to cover travel costs incurred by OSP personnel.

D. Registry - courier runs, normal internal distribution of OSP correspondence.

E. Logistics - air lift of materiel including operational take, arrangements for storage and warehousing.

F. Finance - payment of invoices, accounting, maintenance of financial records, processing travel vouchers, preparation of monthly obligation status reports, certification of availability of funds, etc.

There are some areas of common interest where OSA and OSP may assist one another. I speak of OSP's [redacted] representative, for instance, assisting OSA in the IDEALIST camera effort; or OSA procuring film under its contract with Eastman-Kodak for satellite programs. The list specified above is by no means inclusive, and I look forward to a mutual assistance where practical and necessary between the two offices.

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5. In the transfer from CSA of the [redacted] personnel cited above and their specific responsibilities, a cleaner compartmentation of our satellite programs should be realized. I am particularly desirous that those OSA

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Offices who may continue to support OSP honor the "need-to-know" principle concerning the satellite program. Particularly, OSA Communications and Registry should remain alert to distribute OSP correspondence solely to that Office without further internal distribution within OSA. Strict adherence to such compartmentation of information is essential to the security integrity of each.

6. You are requested to effect a prompt and orderly transfer of the personnel, positions, and functions as specified and report to me when the action is completed.

ALBERT D. WHEELON  
Deputy Director  
for  
Science and Technology

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